

COUNTY OF MAUI
PLANNING DEPARTMENT
250 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
TELEPHONE: (808) 270-7735 FAX: (808) 270-7634

PROJECT MASTER PLAN REVIEW

SOURCE OF LEGAL AUTHORITY: TITLE 19, Maui County Code, 1980, As amended

INFORMATIONAL SHEET

PROJECT MASTER PLAN REVIEW: (Chapter 19.510 Application and Procedures, Section 19.510.080 Project Master Plan)

The purpose of the Master Plan review is to establish general planning and development control parameters while allowing sufficient flexibility to permit detailed planning at the time of development.

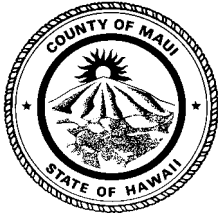
Pursuant to Section 19.510.080 (C) the project master plan shall be a scaled graphic representation of the following information together with all necessary explanatory information:

1. The boundaries of the area involved and the owners of the land contained therein, as well as, all existing public streets and right-of-way within and adjacent to the site;
2. The existing and proposed location of all buildings and uses on the site and the descriptions of buildings and uses proposed;
3. The general location of all existing and proposed parking facilities which includes, but which is not limited to, the approximate number of parking spaces at each location and all existing and proposed means of vehicular access to parking areas and to public streets, and any proposed changes in the location, width, or character of public streets within and adjacent to the site; and
4. The general use of major existing and proposed open spaces within the site and general features of the plan, such as screening, buffering, or retention of natural areas which are intended to enhance the compatibility of the site with adjacent properties.

PROJECT MASTER PLAN REVIEW

All applications for a project master plan shall require a public hearing and shall be approved by the appropriate planning commission, if the development shown on the plan complies with the provisions of the district.

If the application for a project master plan is being processed concurrently with an application for a change in zoning, the planning commission shall approve the project master plan if the development shown on the plan complies with the district being requested and any conditions placed on the approval of the change in zoning.



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APPLICATION TYPE: PROJECT MASTER PLAN REVIEW

DATE: _____ **PROJECT VALUATION: \$** _____

PROJECT NAME: _____

PROPOSED DEVELOPMENT: _____

TAX MAP KEY NO.: _____ **CPR/HPR NO.:** _____ **LOT SIZE:** _____

PROPERTY ADDRESS: _____

OWNER: _____ **PHONE:(B)** _____ **(H)** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

OWNER SIGNATURE: _____

APPLICANT: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE (B): _____ **(H):** _____ **FAX:** _____

APPLICANT SIGNATURE: _____

AGENT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE (B): _____ **(H):** _____ **FAX:** _____

EXISTING USE OF PROPERTY: _____

CURRENT STATE LAND USE DISTRICT BOUNDARY DESIGNATION: _____

COMMUNITY PLAN DESIGNATION: _____ **ZONING DESIGNATION:** _____

OTHER SPECIAL DESIGNATIONS: _____

GENERAL SUBMITTAL REQUIREMENTS

- ___ 1. Application Form (Original and 20 copies).
- ___ 2. Documents which identify the owner of the subject parcel of land.
- ___ 3. If the applicant is not the owner of the subject parcel then notarized written authorization for the application by the owner shall be included. Said authorized shall include the owner's name, address and telephone numbers.
- ___ 4. Agent's name, address and telephone numbers, if applicable.
- ___ 5. Location Map identifying the site, adjacent roadways and identifying landmarks. (8 ½ " x 14" format)
- ___ 6. List of owners and lessees of record of real property located within 500 feet radius of the subject parcel. The list shall be compiled from the most current list available at the Real Property Tax Division of the Department of Finance at the time of filing of the application with the Director of Planning.

This list shall include the names and addresses of each owner and recorded lessees by tax map key. A map drawn to scale, which clearly identifies the five hundred foot boundary surrounding the subject parcel and the parcels within the boundary shall be included.

- ___ 7. A report addressing the following (Original and 20 copies):
 - a. Policies and objectives of the general plan, the provisions of the community plan applicable to the application, the provisions of the applicable district and an analysis of the extent to which the application, if granted, conforms to these policies, objectives, and provisions.
 - b. Detailed land use history of the parcel which includes, but which is not limited to, former and existing state and county land use designations, violations, and uses.
 - c. Preliminary archaeological and historical data and comments from the Department of Land and Natural Resources and Office of Hawaiian Affairs of the State of Hawaii. If applicable, a preservation/mitigation plan which has been reviewed and approved by the Department of Land and Natural Resources and Office of Hawaiian Affairs.
 - d. Analysis of the secondary impacts of the proposed use on surrounding uses which includes, but which is not limited to, increases in population value, population, housing, community services and facility needs, secondary jobs and employment generated, and compatibility with surrounding uses. If applicable, affordable housing program and comments from the Department of Human Concerns of the County and other mitigation plans and comments from the respective governmental and community services agencies.

- e. Traffic impact analysis and, if applicable, a traffic master plan, which includes, but which is not limited to, comments from the Department of Transportation of the State of Hawaii and the Department of Public Works of the County.
- f. If applicable, an assessment of the impact which the proposed use may have on agricultural use of the parcel which includes, but which is not limited to, a feasibility analysis of potential agricultural uses suited to the site and written comments from the Department of Agriculture of the State of Hawaii and the U. S. Soil Conservation Service.
- g. Water source, supply and distribution system analysis which includes, but is not limited to, methods of irrigation existing on the parcel and proposed for the application, location and use of groundwater and nonpotable water sources. If applicable, a water master plan, which includes but not limited to, comments from the Department of Land and Natural Resources of the State of Hawaii and the Departments of Water Supply and Public Works of the County.
- h. Sewage disposal analysis, a description of a proposed method of sewage disposal and comments, if applicable, from the Departments of Health and Land and Natural Resources of the State of Hawaii and Departments of Public Works and Water Supply of the County.
- i. Solid waste disposal analysis, a description of the proposed method of solid waste disposal and comments, if applicable, from the Departments of Health and Land and Natural Resources of the State of Hawaii and the Departments of Public Works and Water Supply of the County.
- j. Identification of environmentally sensitive areas, habitat, and botanical features which includes, but which is not limited to, wetlands, streams, rock outcroppings, endangered plants and animals, and exceptional trees. If applicable, baseline study and preservation/mitigation plan, and comments, if applicable, from the Department of Land and Natural Resources of the State of Hawaii, U. S. Fish and Wildlife Services and the U. S. Army Corps of Engineers.
- k. Identification of the topographical and drainage patterns existing on the subject parcel and any proposed alterations to these patterns.
- l. Identification of all meetings held between the applicant and any community or residential group, which may be impacted by the applicant's request, the issues raised by these meetings, and any measures proposed by the applicant to deal with or to mitigate these issues.
- m. Development Schedule.

- n. Operations and management of the proposed use which includes, but is not limited to, number of employees, proposed employee housing plan, hours of operation, fees charged to residents and visitors, provisions for off-site parking.
- o. Identification of traditional beach and mountain access trails and additional trails which may be required for public access to the beaches and mountains, and if applicable, preservation/mitigation plan, and comments from the Departments of Land and Natural Resources and Office of Hawaiian Affairs.
- p. Identification and assessment of chemicals and fertilizers used, including but not limited to, detailing effects upon surface, underground, and marine water resources and neighboring properties and surrounding flora and fauna. If applicable, a mitigation plan and maintenance program and schedule, and comments from the Departments of Health and Land and Natural Resources of the State of Hawaii, U. S. Fish and Wildlife Service, and U. S. Environmental Protection Agency.

___ 8. Photographs of the subject site, existing structures and surrounding area which are dated.

___ 9. Schematic Site Development Plans, if applicable, drawn to scale, which identifies the following (Rendered copy and 20 blueprint sets):

- a. Property lines and easements with their dimensions and area calculations;
- b. Location, size, spacing, setbacks and dimensions of all existing and proposed buildings, structures, improvements and uses;
- c. Existing and proposed building elevations, sections, floor plans, and site sections which clearly define the character of the development;
- d. Topographic information showing existing features and conditions and proposed grading;
- e. Existing and proposed landscaping which depicts open spaces, plantings and trees;
- f. Existing and proposed roadways and accesses to the project and parking layout with dimensions; and
- g. Shoreline, shoreline setback lines, stream, and other set back lines.

NOTE: For Project Master Plan Review the development plans shall also comply with Section 19.510.080(C).

___ 10. One set of high quality and legible transparency vu-graphs (8 1/2" x 11" format) of the schematic site development plans (Item 11) shall be submitted as part of the development plans.

- ___ 11. Any other information as may be required by the Planning Director or the appropriate planning commission of the County.
- ___ 12. **Non-refundable** filing fee (See Fee Schedule, Table A); checks payable to *County of Maui, Director of Finance*.
 - a. Change in Zoning - (See Fee Schedule, Table A)
 - b. County Special Use Permit - (See Fee Schedule, Table A)
 - c. Project Master Plan Review - (See Fee Schedule, Table A)
- ___ 13. Notice of Application (Attachment A).
- ___ 14. Notarized affidavit of mailing of notice of application (Attachment B).
- ___ 15. For change in zoning the following additional information is required:
 - a. Legal metes and bounds description of the subject parcel;
 - b. Mylar map drawn to scale (8 1/2" x 14" format of the subject parcel) (Attachment C).

(Attachment A)

Date: _____

TO:

NOTICE OF FILING OF APPLICATION

(Check Appropriate Line)

___ CHANGE IN ZONING (FROM _____ TO _____)

___ COUNTY SPECIAL USE

___ PROJECT MASTER PLAN

Please be advised that the undersigned will be applying to the County of Maui Planning Department for the above referenced application(s) for the following parcel(s):

1. Tax Map Key: _____
Note: Attach an 8 1/2" by 14" location map

2. Location: (Street Address) _____

3. Existing Land Use Designations:

- a. State Land Use District: _____
- b. Community Plan Designation: _____
- c. County Zoning: _____

4. Description of the Existing Uses on Property:

5. Description of the Proposed Uses on Property:

By: _____
(Owner/Applicant)

(Agent)

(Signature)

(Signature)

(Address)

(Address)

(Telephone)

(Telephone)

(ATTACHMENT B)

NOTARIZED AFFIDAVIT OF MAILING

_____, being first duly sworn on oath, deposes and says that:

- a. Affiant is the applicant for a _____
for land situated at _____,
TMK: _____
- b. Affiant did on _____, 20____, deposit in the United States mail, post paid, by certified or registered mail and delivery to addressee, a copy of a Notice of Hearing, a copy of which is attached hereto as "Exhibit A" and made a part hereof, addressed to each of the persons identified on "Exhibit B," attached hereto and made a part hereof.
- c. Thereafter there was returned to the Office of Affiant the United States Post Office Certified or Registered Mail Receipts, which are attached hereto as "Exhibit C" and made a part hereof.

Further Affiant sayeth naught:

GENERAL PROCEDURES

Prior to submittal to an application a Notice of Application (Form provided by the Department) with a location map shall be mailed to all owners and recorded lessees within 500 ft. of the subject property boundaries. A copy of the Notice, location map and affidavit of mailing shall be submitted with the application.

Upon submittal of an application to the Planning Department , it will be transmitted to the Central Coordinating Agency (CCA) for review for completeness. The CCA for the County of Maui is the Department of Public Works, Development Services Administration (DSA).

Upon certification by the CCA that the application is ready for processing, the application will be transmitted to the Planning Department. The application will be transmitted to the reviewing agencies provided the information submitted in the application is adequate and additional information is not required. The application will be scheduled with the appropriate planning commission for review and action upon receipt of all agency comments.

APPLICATION REQUIRING PUBLIC HEARINGS

The following applications are subject to these additional requirements:

- a. Change in Zoning
- b. County Special
- c. Project Master Plan

Upon notification by the County of Maui Planning Department of the scheduled hearing date the applicant shall:

1. Mail a notice of the date of the public hearing of the application on a form provided by the Department [Attachment D - Form 1 (CIZ) and Form 2 (CUP; PMP) Maui Planning Commission; Form 3 (CIZ) and Form 4 (CUP; PMP) Molokai Planning Commission] by certified or registered mail, return receipt requested, to each of the owners and lessees within 500 feet of the subject parcel, not less than thirty (30) calendar days prior to the date of the public hearing;
2. Submit the certified mail receipts and each of the return receipts to the Planning Director not less than ten (10) business days prior to the date of the public hearing. A notarized affidavit of mailing (Attachment E) shall also be submitted as proof of mailing; and
3. Publish the subject matter in a form prescribed by the Planning Director, once a week for three consecutive weeks prior to the date of the public hearing in a newspaper which is printed and issued at least twice weekly in the county and which is generally circulated throughout the County. A certified copy of the published notice shall be submitted to the Planning Director at least six (6) days prior to the date of the public hearing.

Please note that applications requiring final action by the County Council shall be transmitted to the Council upon completion of all necessary documents (i.e. ordinances, maps, unilateral agreements). The applicant may be required to prepare such documents as amendments to the land use maps and preparation of unilateral agreements. Upon approval of all legal documents by the Office of Corporation Counsel, the application will be transmitted to the County Council.

(Attachment D - Form 4 (CUP; PMP) Molokai Planning Commission)

Date: _____

TO:

Please be informed that the undersigned has applied to the Molokai Planning Commission for the following:

___ COUNTY SPECIAL USE

___ PROJECT MASTER PLAN

1. Tax Map Key: _____
2. Location: In the vicinity of _____
3. Area of Parcel: _____
4. Proposed Development: _____

THIS SECTION TO BE COMPLETED BY THE PLANNING DEPARTMENT:

PUBLIC HEARING DATE: _____

TIME: _____

PLACE: _____

Attached please find a map identifying the location of the specific parcel being considered in the above referenced request.

The hearing is held under the authority of Chapter 92, Hawaii Revised Statutes, Title 19 of the Maui County Code and the Molokai Planning Commission rules. Further, any person seeking to be admitted as a party must do so at least fifteen (15) days prior to said hearing and comply with the provisions of Chapter 1, Subchapter 3 of the Molokai Planning Commission rules pertaining to intervention. Any party may be represented by Counsel or other representative.

Information relative to the application is available for review at the County Administrator's Office at Mitchell Pauole Center, Kaunakakai, Molokai, Hawaii; and at the Planning Department, 250 South High Street, Wailuku, Maui, Hawaii. Telephone 270-7735.

Testimony relative to this request may be submitted in writing to the Molokai Planning Commission, 250 South High Street, Wailuku, Maui, Hawaii, or presented in person at the time of the public hearing.

Name of Applicant

Signature

Address

_() _____
Telephone

(ATTACHMENT E)

NOTARIZED AFFIDAVIT OF MAILING

_____, being first duly sworn on oath, deposes and says that:

- a. Affiant is the applicant for a _____
for land situated at _____,
TMK: _____
- b. Affiant did on _____, 20____, deposit in the United States mail, post paid, by certified or registered mail and delivery to addressee, a copy of a Notice of Hearing, a copy of which is attached hereto as "Exhibit A" and made a part hereof, addressed to each of the persons identified on "Exhibit B," attached hereto and made a part hereof.
- c. Thereafter there was returned to the Office of Affiant the United States Post Office Certified or Registered Mail Receipts, which are attached hereto as "Exhibit C" and made a part hereof.

Further Affiant sayeth naught:

COUNTY OF MAUI
DEPARTMENT OF PLANNING

ZONING AND FLOOD CONFIRMATION REQUEST FORM

APPLICANT: _____ PHONE NO.: _____

ADDRESS: _____

PROJECT NAME: _____

ADDRESS AND/OR LOCATION: _____

TMK NUMBER(S): _____

ZONING INFORMATION

STATE LAND USE _____ COMMUNITY PLAN _____

COUNTY ZONING _____ SPECIAL DISTRICT _____

OTHER _____

FLOOD INFORMATION

FLOOD HAZARD AREA* ZONE _____

BASE FLOOD ELEVATION _____ mean sea level, 1929 National
Geodetic Vertical Datum or for Flood Zone A0, FLOOD DEPTH _____ feet.

FLOODWAY [] Yes or [] No

FLOOD DEVELOPMENT PERMIT IS REQUIRED [] Yes or [] No

* For flood hazard area zones B or C; a flood development permit would be required if any work is done in any drainage facility or stream area that would reduce the capacity of the drainage facility, river, or stream, or adversely affect downstream property.

FOR COUNTY USE ONLY

REMARKS/COMMENTS: _____

- ☐ Additional information required.
- ☐ Information submitted is correct.
- ☐ Correction has been made and initialed.

Reviewed and Confirmed by:

Signature

Date

Zoning Administration and Enforcement Division